

.S. MISSION, PAKISTAN - CONSULATE GENERAL KARACHI

VACANCY ANNOUNCEMENT NUMBER: 13-79

OPEN TO: All Interested Candidates

POSITION: **Carpenter**

GRADE: FSN-4, FP-AA*

POSITION NO: N-52689

WORK HOURS: Full-time; 40 hours/week

SALARY: *Not-Ordinarily Resident: US\$ 24,518 p.a. (Starting salary)
(Position Grade: FP-AA to be confirmed by Washington)
*Ordinarily Resident: FSN-4, Rs.470, 075 p.a. (Starting salary)
(Position Grade FSN-4)

OPENING DATE: May 9, 2013

CLOSING DATE: May 22, 2013

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Consulate General in Karachi is seeking an individual for the position of a Carpenter in the Facilities Maintenance Office.

BASIC FUNCTION OF POSITION:

The incumbent performs all construction, renovation, repair and maintenance tasks related to journeyman carpentry at U.S. Consulate Facilities. Performs other related duties as assigned by the supervisors.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

QUALIFICATIONS REQUIRED:

NOTE: *All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

- 1. EDUCATION:** Completion of five years of education, and vocational or apprenticeship training in the carpentry trade, is required.
- 2. EXPERIENCE:** Three years of carpentry experience including the use and maintenance of basic hand power tools, square level, plumb bob, chisels, planes, joiner, saws etc. is required.
- 3. LANGUAGE:** Level II (Limited Knowledge) Speaking/Reading/Writing in English and Level III (Good Working Knowledge) Speaking/Reading/Writing of Urdu are required. Language skills may be tested.
- 4. KNOWLEDGE:** The incumbent must have a good knowledge of all types of wood construction and repair, such as jointing wood with the adhesives mortice and tenon, dovetail and douling joints, wood finishing, and wood finishing applications.
- 5. ABILITIES & SKILLS:** Incumbent must be able to use all carpentry and power tools. The ability to understand simple designs, drawings and specifications is required.

SELECTION PROCESS:

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement.
5. Current employees who have voluntarily reassigned/promoted from one position to another are not eligible to apply for **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job-related training are not eligible to apply in another section/agency for **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section.
8. U. S. Mission Pakistan will not bear any travel expenses for testing, interviews, pre-employments clearances (if selected) or relocating for joining.

TO APPLY:

Interested applicants must submit their duly completed [DS-174](#) (Application for Employment as LE Staff).

Application should be forwarded on the following mailing address. Applicants should clearly mark the position title or/and vacancy announcement number they are applying for on the envelope.

SUBMIT COMPLETED DS-174 TO:

**Human Resources Office, U.S. Embassy Islamabad
P.O. Box 1048, GPO, Islamabad.**

Applications can also be submitted by email at PakJobs@state.gov. While submitting through email, the Vacancy Announcement Number (e.g. 13-79) must be mentioned in the subject line.

Incomplete applications or submissions received after the closing date will not be considered. Please do not attach any document with your application at this stage. Only those candidates meeting all the requirements will be contacted for their test/interview. To review all advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFM's (Eligible Family Members) and family members of United States Government personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: May 22, 2013

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.